Chapter 12: Entering Performance Data Into IDIS

> *This chapter describes the role that HUD's Integrated Disbursement and Information System (IDIS) will play in the CPD Performance Measurement System. The chapter discusses a timeline for implementation within IDIS and revisions to the system for each of the four programs.*

What is IDIS?

IDIS is the system grantees use to report the use of their CDBG, HOME, ESG, and HOPWA funds. The system collects information regarding how these funds are used. This information helps grantees demonstrate to HUD that their programs comply with program regulations and to account for program accomplishments.

The IDIS data entry that is required for the CPD Performance Measurement System will be incorporated into existing data entry tasks. Grantees will enter some of the performance measurement data at the beginning of the program year, while some of the data will be entered at the end of the program year, with accomplishment data.

Timeframe for Implementation

The current version of IDIS was updated in May 2006 to capture performance measurement objectives, outcomes, and indicators. At this time, grantees will not be required to complete these new performance measurement fields. Grantees will have the option of providing the data or leaving the fields blank. However, HUD highly recommends that grantees begin to use the new screens now. By doing so, grantees can determine if their data collection tools (such as quarterly subrecipient reports or applications) adequately capture the necessary data. This will give grantees time to make any necessary changes to these tools before the performance data are required.

Data collection for the performance measurement fields becomes mandatory in October, 2006. Grantees will be required to collect and report performance measurement data for any IDIS activity that does not have a status of "Complete" by October 1, 2006. In other words, for any activity that has an IDIS status of "Funds Budgeted" or "Underway" on or after October 1, the grantee must report performance measurement data.

Grantees will not be required to collect performance measurement data for IDIS activities that are administrative in nature. These include: general and program administration, planning, CHDO operating grants, and CHDO capacity grants.

New and Revised IDIS Screens

All of the changes to IDIS related to the CPD Performance Measurement System are at the IDIS activity level. Grantees can find the new and revised data fields on the program-specific screens at the end of the activity path.

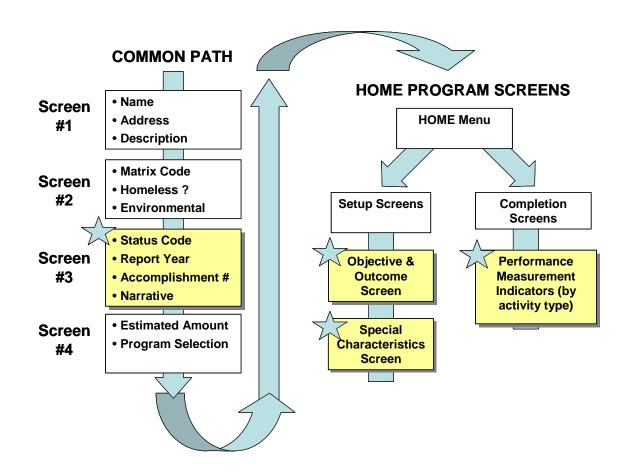## Performance Measurement in IDIS for the HOME Program

The performance measurement data required for each HOME-funded activity will be collected at both the time of set-up and completion.

❑ Data collection during activity setup:

➢ Objective and outcome

➢ Special characteristics (if any)

➢ Units designated for homeless (TBRA only)

❑ Data collection during activity completion:

➢ Energy Star standards

➢ Section 504 accessibility

➢ Period of affordability

➢ Units designated for persons with HIV/AIDS and homeless (rental only)

➢ Homebuyers coming from subsidized housing (homebuyer only)

HOME Activity Screens

COMMON PATH

Screen #1
- Name
- Address
- Description

Screen #2
- Matrix Code
- Homeless ?
- Environmental

Screen #3
- Status Code
- Report Year
- Accomplishment #
- Narrative

Screen #4
- Estimated Amount
- Program Selection

HOME PROGRAM SCREENS

HOME Menu

Setup Screens

Completion Screens

Objective & Outcome Screen

Special Characteristics Screen

Performance Measurement Indicators (by activity type)

HOME Setup Screens

Objective and Outcome (HM01-A)

Purpose

This new screen captures the objective and outcome data. On this screen, the user selects the performance measurement objective and performance measurement outcome that most accurately describe what the grantee intends to accomplish by performing the activity.

Location in Screen Flow

❑ For homeowner rehabilitation and TBRA activities, the Objective and Outcome screen is the first set-up screen displayed after a set-up option is selected on the HOME Menu.

❑ For rental and homebuyer activities, this screen will be displayed after the CHDO Questions set-up screen if the answer to CHDO Loan Activity is "NO." For CHDO loan activities, it is the first screen displayed after the user indicates the activity is going forward.

❑ For AD/CO/CC activities and CHDO Loan activities that do not go forward to produce housing, the screen is not displayed.

Data Entry

❑ Valid values for the "Outcome" and "Objective" fields are 1, 2, or 3.

❑ If "Objective" is left blank, IDIS system will default to 2 – Provide Decent Housing.

❑ If "Outcome" is left blank, IDIS system will default to 2 – Affordability.

Help Screens

❑ A help screen with these definitions of "Objective" will be available:

➢ Suitable Living Environments: Activities that benefit communities, families, or individuals by addressing issues in their living environment.

➢ Decent Housing: Housing activities that meet individual family or community needs. This objective should not be used for activities where housing is an element of a larger effort.

➢ Creating Economic Opportunities: Activities related to economic development, commercial revitalization, and job creation.

❑ A help screen with these definitions of "Outcome" will be available:

➢ Availability/Accessibility: Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers.

> Affordability: Activities that provide affordability in a variety of ways. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare.

> Sustainability: Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

```
                ACTIVITY SETUP: OBJECTIVE AND OUTCOME            HM01-A

   Grantee Activity ID                          IDIS Activity ID      539
   Activity Name        STONEGATE APARTMENTS


   OBJECTIVE                  _
                             1   Create suitable living environments
                             2   Provide decent housing
                             3   Create economic opportunities


   OUTCOME                    _
                             1   Availability/accessibility
                             2   Affordability
                             3   Sustainability









 F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Special Characteristics (HM01-B)

Purpose

This screen collects data on the location of the activity and if the activity was administered by a faith-based organization. For rental, homebuyer, and homeowner rehabilitation activities, the Special Characteristics screen is displayed after the Objective and Outcome screen. It is not displayed for TBRA or AD/CO/CC activities, or for CHDO Loan activities that do not go forward to produce housing.

Data Entry

❑ Valid values for each field are Y (Yes) or N (No). If a field is left blank, the system will set the value to N (No).

❑ These definitions apply:

➢ CDBG strategy area: A HUD-approved Neighborhood or Community Revitalization Strategy Area (NRSA or CRSA), identified in the grantee's Consolidated Plan/Annual Action Plan under 24 CFR 91.215(e)(2) or 91.315(e)(2).

➢ Local target area: A locally designated non-CDBG strategy area targeted for assistance.

➢ Presidentially declared major disaster area: An area declared a major disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

➢ Historic preservation area: An area designated for historic preservation by local, state, or Federal officials.

➢ Brownfield redevelopment area: An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.

➢ Conversion from non-residential to residential use: Self-explanatory. For example, converting an old non-residential warehouse into rental units or condominiums.

➢ Colonia: A rural community or neighborhood located within 150 miles of the U.S.-Mexican border that lacks adequate infrastructure and frequently also lacks other basic services. (This option is displayed only if the activity is located in AZ, CA, NM, or TX.)

```
            SET UP ACTIVITY: SPECIAL CHARACTERISTICS          HM01-B

   Grantee Activity ID                          IDIS Activity ID    539
   Activity Name         STONEGATE APARTMENTS


   ACTIVITY       Type 'Y' next to any that apply:
   LOCATION
                _  CDBG strategy area
                _  Local target area
                _  Presidentially declared major disaster area
                _  Historic preservation area
                _  Brownfield redevelopment area
                _  Conversion from non-residential to residential use
                _  Colonia


   FAITH-BASED    Will this activity be carried out by a faith-based
   ORGANIZATION   organization (Y/N)? _




 F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV F8=NEXT  F9=SAVE
```

Tenant-Based Rental Assistance Set Up (TBRA-2)

Purpose

This is a new screen. The purpose is to capture information as to the number of TBRA units that have been designated for the homeless and, of those, the number of units for the chronically homeless as defined in the help screens.

Location in Screen Flow

This screen is displayed after the current TBRA screen (TBRA).

Data Entry

- ❑ Each field must be less than or equal to the number of units entered on screen TBRA.

- ❑ For the paired set of data entry lines, the number of units entered on the second line must be less than or equal to the number of units entered on the first line.

Help Screens

- ❑ Help screens with these definitions for "TBRA Units" input fields will be available:

  - ➢ Units designated for the homeless: The HUD definition of homeless is: (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; or (2) An individual or family who has a primary nighttime residence that is:

    - • A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

    - • An institution that provides a temporary residence for individuals intended to be institutionalized; or

    - • A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

  - ➢ Of the total number of units designated for the homeless, the number designated for the chronically homeless.

    - • The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.

    - • A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.

- For chronic homelessness, the definition of a homeless person is an unaccompanied individual sleeping in a place not meant for human habitation or in an emergency homeless shelter.

```
                            TBRA: UNITS                            TBRA-2

   Grantee Activity ID                          IDIS Activity ID    539
   Activity Name         TBRA PROGRAM 2006

   NUMBER OF TBRA UNITS:      100

                           Designated for the homeless:    ____
        Of those, the number for the chronically homeless:    ____



   FAITH-BASED ORGANIZATION: Was this activity carried out by a
                             faith-based organization (Y/N)? _







 F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV   F8=NEXT   F9=SAVE
```

Completion Screens for Rental Activities

Complete Rental Activity – Units (HR03-A)

Purpose

This screen will only appear for rental activities. The screen captures the following data:

- ❑ Energy Star standards for total completed units and HOME-assisted units.

- ❑ Section 504 accessibility for total completed units.

- ❑ Units designated for persons with HIV/AIDS, and of those units, the number for total completed units and HOME-assisted units designated for chronically homeless.

- ❑ Units designated for the homeless, and of those units, the number designated for chronically homeless for both total completed units and HOME-assisted units.

This is a new screen. On this screen the user specifies more information about the units and provides the number of any units that meet the criteria, if applicable.

Location in Screen Flow

This screen is displayed after the first rental completion screen (HR03) for both single- and multi-address activities.

Data Entry

- ❑ "Total" units must always be less than or equal to "Total Completed Units."

- ❑ "HOME-Assisted" units must always be less than or equal to "HOME-Assisted Completed Units."

- ❑ On data entry lines having both "Total" and "HOME-Assisted" fields, "Total" must be greater than or equal to "HOME-Assisted."

- ❑ For each paired set of data entry lines:

  - ➢ "Total" units on the second line must be less than or equal to "Total" units on the first line.

  - ➢ "HOME-Assisted" units on the second line must be less than or equal to "HOME-Assisted" units on the first line.

- ❑ If a field is left blank, the system will set the value to zero.

- ❑ The two "Completed Units" fields (line 7) are populated from the previous screen and are display-only.

Help Screens

- ❑ Help screens with these definitions for Rental Units input fields will be available:

> The number meeting Energy Star standards. See Appendix 1 for more information on Energy Star standards.

> Units designated for the homeless. The HUD definition of homeless is: (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; or (2) An individual or family who has a primary nighttime residence that is:

  • (a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

  • (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or

  • (c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

> Of those, the number designated for the chronically homeless. The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.

  • A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability.

  • For chronic homelessness, the definition of a homeless person is an unaccompanied individual sleeping in a place not meant for human habitation or in an emergency homeless shelter.

```
                    COMPLETE RENTAL ACTIVITY: UNITS                    HR03-A

  Grantee Activity ID                              IDIS Activity ID      539
  Activity Name        STONEGATE APARTMENTS
  Activity Address     123 MAIN STREET ANYTOWN IL 60490

  COMPLETED UNITS      Total   10     HOME-Assisted   10

                                                              HOME-
  OF THE UNITS COMPLETED, THE NUMBER:               TOTAL   ASSISTED

                      Meeting Energy Star standards:  ____     ____

                             Section 504 accessible:  ____

              Designated for persons with HIV/AIDS:  ____     ____
      Of those, the number for the chronically homeless:  ____     ____

                        Designated for the homeless:  ____     ____
      Of those, the number for the chronically homeless:  ____     ____

F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Complete Rental Activity: Affordability (HR03-B)

Purpose

This is a new screen. Although HOME requires a minimum period of affordability, many PJs impose additional years of affordability based on their program or the specific activity. This field captures the total number of years of the period of affordability for the rental activity if it is longer than the minimum HOME requirements.

Location in Screen Flow

The Complete Rental Activity Period of Affordability screen is displayed after the Complete Rental Activity Units screen.

Data Entry

❑ This is an optional field.

❑ If a value is entered, it cannot be less than five years.

❑ If a value is entered for an activity with a completion type of "New Construction Only," it cannot be less than 20 years.

```
          COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY      HR03-B

 Grantee Activity ID                             IDIS Activity ID    539
 Activity Name        STONEGATE APARTMENTS
 Activity Address     123 MAIN STREET ANYTOWN IL 60490


 PERIOD OF        If you are imposing a period of affordability that is
 AFFORDABILITY    longer than the regulatory minimum, enter the total
                  years (HOME minimum + additional) of affordability.

                  PJ-imposed period of affordability:  __ years












  F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

Completion Screens for Homebuyer Activities

Complete Homebuyer: Units (HB03-A)

Purpose

This is a new screen. On this screen the user specifies the total period of affordability, provides more information about the homebuyer units and the number of any units that meet the criteria, if applicable.

Although HOME requires a minimum period of affordability, many PJs impose additional years of affordability based on their program or the specific activity. This field captures the total number of years of the period of affordability for the homebuyer activity if longer than the HOME minimum requirements.

Location in Screen Flow

This screen is displayed after the Complete Homebuyer Activity screen for both single- and multi-address activities.

Data Entry

❑ "Total" units must always be less than or equal to "Total Completed Units."

❑ "HOME-Assisted" units must always be less than or equal to "HOME-Assisted Completed Units."

❑ On data entry lines having both "Total" and "HOME-Assisted: fields, "Total" must be greater than or equal to "HOME-Assisted."

❑ For each paired set of data entry lines: "Total" units on the second line must be less than or equal to "Total" units on the first line. "HOME-Assisted" units on the second line must be less than or equal to "HOME-Assisted" units on the first line.

❑ Except for "Period of Affordability", any field left blank will automatically be set to zero. "Period of Affordability" is not a required field and will not be assigned a default value.

Help Screens

❑ Help screens with these definitions for Homebuyer Units input fields will be available:

  ➢ The number meeting Energy Star standards. See Appendix 1 for more information on Energy Star standards.

  ➢ Period of Affordability. The period of affordability for Homebuyer activities is based on the total amount of HOME funds invested in the housing:

Per Unit HOME Amount	Minimum Period of Affordability
Under $15,000	5 years
$15,000 to $40,000	10 years
Over $40,000	15 years

- For additional information on the period of affordability, see 24 CFR 92.254.

- To indicate that the housing is to be affordable in perpetuity, enter '99' in the "PJ-Imposed Period of Affordability" field.

```
                 COMPLETE HOMEBUYER ACTIVITY: UNITS              HB03-A

   Grantee Activity ID                          IDIS Activity ID    539
   Activity Name        DPA: JOE SMITH
   Activity Address     123 MAIN STREET ANYTOWN IL 60490

   COMPLETED UNITS      Total    1    HOME-Assisted    1

                                                          HOME-
   OF THE UNITS COMPLETED, THE NUMBER:              TOTAL ASSISTED

                        Meeting Energy Star standards:  0        0

                           Section 504 accessible:  0

   PERIOD OF       If you are imposing a period of affordability that is
   AFFORDABILITY   longer than the regulatory minimum, enter the total
                   years (HOME minimum + additional) of affordability.

                   PJ-imposed period of affordability:  __ years



F1=HELP   F3=VALDT  F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Complete Homebuyer Activity – Beneficiaries (HB07)

Purpose

This is an existing IDIS HOME screen with the addition of a new field "Coming from subsidized housing (Y/N)?" The purpose of the new field is to designate whether the head of the household is coming from subsidized housing as defined by the help screen.

Help Screen

❑ A help screen with these choices for the "Coming from Subsidized Housing" input field will be available:

➢ Y (Yes), the homebuyer was living in public housing or receiving rental assistance from a Federal, state, or local program immediately prior to HOME assistance.

➢ N (No), the homebuyer was not living in subsidized housing immediately prior to receiving HOME assistance.

```
            COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES          HB07

 Grantee Activity ID                             IDIS Activity ID    539
 Activity Name        DPA: JOE SMITH
 Activity Address     123 MAIN STREET ANYTOWN IL 60490

         # of    Occu-   --------HOUSEHOLD--------
 Unit#   Bdrms   pant    %Med Hisp? Race Size Type
 _____    _      2       _    _    ___   _    _
 _____    _      _       _    _    ___   _    _
 _____    _      _       _    _    ___   _    _
 _____    _      _       _    _    ___   _    _

 HOMEBUYER   First-time homebuyer(Y/N)? _
             Coming from subsidized housing(Y/N)? _
             Receiving: _
                   1 No counseling    3 Post-counseling
                   2 Pre-counseling   4 Both




 For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
 F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

Completion Screen for Homeowner Rehabilitation

Complete Homeowner Rehabilitation Activity – Units (HO03-A)

Purpose

This is a new screen. On this screen the user provides more information about the homebuyer units and the number of any units that meet the criteria, if applicable.

Location in Screen Flow

This screen is displayed after the Complete Homeowner Rehab Activity completion screen for both single- and multi-address activities.

Data Entry

❑ "Total" units must always be less than or equal to "Total Completed Units."

❑ "HOME-Assisted" units must always be less than or equal to "HOME-Assisted Completed Units."

❑ On data entry lines having both "Total" and "HOME-Assisted" fields, "Total" must be greater than or equal to "HOME-Assisted."

❑ For each paired set of data entry lines:

➢ "Total" units on the second line must be less than or equal to "Total" units on the first line.

➢ "HOME-Assisted" units on the second line must be less than or equal to "HOME-Assisted" units on the first line.

Help Screens

❑ A help screen with this information will be available:

➢ ENERGY STAR is a system for achieving and verifying a certain level of building performance with respect to energy efficiency. For more information, see Appendix 1.

```
           COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS           HO03-A

 Grantee Activity ID                          IDIS Activity ID     539
 Activity Name        JOE SMITH REHAB
 Activity Address     123 MAIN STREET ANYTOWN IL 60490

 COMPLETED UNITS       Total    1    HOME-Assisted      1

                                                        HOME-
 OF THE UNITS COMPLETED, THE NUMBER:            TOTAL   ASSISTED

                    Meeting Energy Star standards:   0        0

                        Units made accessible:     0




  F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```
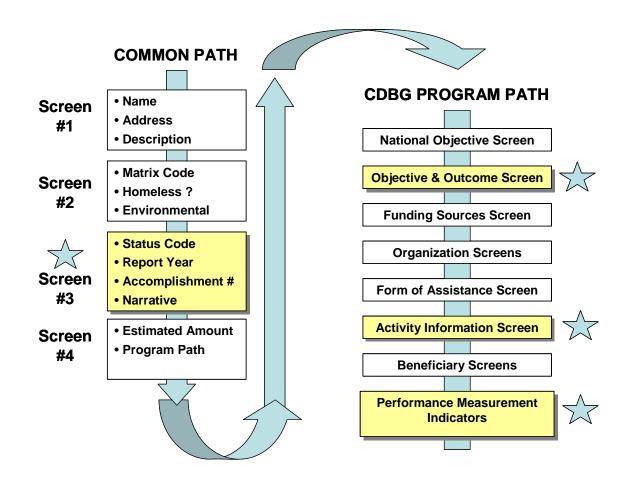
Performance Measurement in IDIS for the CDBG Program

The performance measurement data required for each CDBG-funded activity will depend on the national objective and matrix code selected. It is important to note that CDBG activities track many performance measurement indicators and accomplishments in general by program year. It should also be noted that not all CDBG non-administrative activities have performance measurement indicators.

- ❑ For all non-administrative activities:

  - ➢ Objective and outcome

  - ➢ CDBG activity information

- ❑ Public service and public facility activities

  - ➢ Number of Persons Receiving New/Improved/No Longer Substandard Service

  - ➢ Homeless prevention

- ❑ Housing activities

  - ➢ Homeowner rehabilitation

  - ➢ Construction of rental units

  - ➢ Rental rehabilitation

  - ➢ Direct financial assistance to homebuyers

  - ➢ Acquisition/new construction

  - ➢ Tenant-based rental assistance

- ❑ Economic development activities

  - ➢ Job creation

  - ➢ Job retention

  - ➢ Assistance to businesses

CDBG Activity Screen Path

COMMON PATH

CDBG PROGRAM PATH

Screen #1
- Name
- Address
- Description

Screen #2
- Matrix Code
- Homeless ?
- Environmental

Screen #3
- Status Code
- Report Year
- Accomplishment #
- Narrative

Screen #4
- Estimated Amount
- Program Path

National Objective Screen

Objective & Outcome Screen

Funding Sources Screen

Organization Screens

Form of Assistance Screen

Activity Information Screen

Beneficiary Screens

Performance Measurement Indicators

Screens Common to all CDBG Activities

Objective and Outcome

Purpose

This is a new screen. On this screen, the user selects the Performance Measurement Objective and Performance Measurement Outcome that most accurately describes what the grantee intends to accomplish by carrying out an activity.

Location in Screen Flow

This screen appears after the CDBG National Objective Screen (CDBG01).

Applicable Activities

❑ For entitlement communities, this screen will appear for all activities, except administration and planning activities (matrix codes 19A, 19B, 19F, 19G, 19H, 20, 21*, and 22).

❑ For state activities, this screen will appear for all activities, except those with matrix codes 19A, 19B, 19F, 19G, 19H, 21*, and 22.

❑ This screen should not appear for Admin/Planning activities (matrix codes 19A, 19B, 19F, 19G, 19H, 20, 21*, and 22).

Data Entry

❑ Select one Objective and one Outcome by entering the appropriate number in the space provided.

```
05/03/06  13:23              OBJECTIVE AND OUTCOME                      CDBG

Grantee Activity ID                                    IDIS Activity ID 538
Activity Name        BOYS & GIRLS CLUB                          Natl/Obj LMC



Objective               _
                        1  Create suitable living environments
                        2  Provide decent housing
                        3  Create economic opportunities

Outcome                 _
                        1  Availability/accessibility
                        2  Affordability
                        3  Sustainability




F1=HELP    F3=VALDT  F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

CDBG Activity Information (CDBG06) - Updated

Purpose

This screen is a revision to the existing CDBG06 screen. On this screen the grantee indicates specific information about CDBG activities. In addition to identifying if an activity involves a revolving loan fund, one-for-one replacement, and/or a Colonia, the grantee will now be able to enter other characteristics. For example, the grantee will identify if an activity is in an historic preservation area, a Presidentially declared disaster area, a brownfield, and/or if it involves a local target area, the grantee will now provide an identifier for the area.

Location in Screen Flow

This screen appears after the CDBG05, "Form of Assistance" screen. Responses to the questions on this screen drive many of the other CDBG screens; therefore, completing activity specific information is very important.

Applicable Activities

❑ This screen appears for all activities except administration and planning.

Data Entry

❑ Valid entries for "Activity Involves Rental Housing?" are Y (Yes) or N (No).

❑ The "historic preservation" area and the "Presidentially declared disaster area" fields are optional.

❑ If "x" is entered for a brownfield activity, the grantee will be required to enter the number of acres remediated.

❑ If the activity is located in a Strategy, CDFI, or Local Target Area (S/C/L), enter the applicable letter and the area identifier to associate the activity with a specific area. (For additional information on this particular feature, see information below on Local Target Areas.) The fields on this screen are used to track activities that are part of a geographically targeted revitalization effort.

```
05/03/06  14:12              CDBG ACTIVITY INFORMATION
CDBG06
Grantee Activity ID                              IDIS Activity ID 538
Activity Name        BOYS & GIRLS CLUB                   Natl/Obj SBS
Enter "X" by all that apply:
   One-for-One Replacement:  _              Special Assessment:  _
              Displacement:  _                 Revolving Fund:  _
               Float Funded:  _               Favored Activity:  _
                   Colonia:  _            Brownfield Activity:  _
Historic preservation area:  _  Presidentially Declared Disaster Area:  _


For Float Funded activities, indicate the following:
Funds to be Received: __ / __ / ____    Float Principal Balance:
_____


For Brownfield activities, indicate the # of acres remediated: _____


Activity includes Multi-Unit Housing (2+ units/structure) (Y/N): N
Activity involves Rental Housing (Y/N): N


Indicate if activity is located in a Strategy, CDFI, or
Local Target Area (S/C/L): L            Specify Area Identifier: 01


Presumed Benefit? (Y/N):   N          Nature/Location? (Y/N):  N


F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV  F8=NEXT   F9=SAVE
```

Local Target Area (CDBG-H11 and H12; C04MX02 and C04MX03)

Purpose

These are new screens. You will use these screens to identify one or more local target areas and, for each, you will identify the type of revitalization effort being undertaken in the area.

Location in Screen Flow

The screens for Local Target Areas may be completed in two places in IDIS: (1) under Table Maintenance in Utilities from the Main Menu or (2) from the CDBG06, CDBG Activity Information Screen.

Under Table Maintenance, the screen numbers are the C04MX02 and the C04MX03.

From the CDBG06, the screen numbers are the CDBG-H11 and the CDBG-H12. Information entered on either path is automatically saved on the associated screens in the other path, so the information is available in both after it has been entered.

When completed under Table Maintenance: on the IDIS Main Menu, select Utilities and then select Table Maintenance. To set up a Local Target Area, you will select 03 on the Table Maintenance Menu. That will bring up the C04MX02, Revise Target Area. If one or more areas already exist in IDIS, they will be shown on the C04MX02. If you want to revise information on an existing area, place an "X" by the area identifier and hit Enter. The C04MX03 will be shown and you may revise the information on that screen. If you want to add another target area, answer "Y" to the question "Do you want to add a new target area record? (Y/N)." You will get the C04MX03 on which you will enter the Local Target Area name and select the type of revitalization effort being undertaken in that area. IDIS will automatically assign an identifier to the new area.

When completed from the CDBG06: after "Indicate if activity is located in a Strategy, CDFI, or Local Target Area (S/C/L)," enter "L." Tab to "Specify Area Identifier." If the Local Target Area has not been entered into IDIS or you do not know the area identifier (but it has been entered), press F1 and you will get the CDBG-H11. If one or more areas have already been entered in IDIS, they will be shown on the CDBG-H11. If the activity is located in an existing Local Target Area, place an "X" by the Target Area ID and hit F7, which will take you back to the CDBG06; the Area Identifier field will be populated with the identifier selected. (If you want to revise information on an existing area before having the identifier for this area populated on the CDBG06, hit Enter after you select the area identifier. You will get the CDBG-H12 to make revisions before returning to the CDBG06.) If you need to add a Local Target Area, enter "Y" for the question "Do you want to add a new target area record? (Y/N)" at the bottom of the CDBG-H11. You will get the CDBG-H12 on which you will enter the name of the Local Target Area and select the type of revitalization effort being undertaken in that area. IDIS will automatically assign an identifier to the new area and when you return to the CDBG06, that identifier will be reflected in the Target Area Identifier field on the CDBG06.

Applicable Activities

❑ When a Local Target Area has been identified in IDIS, you may associate individual activities with that area, as appropriate.

Data Entry

❑ When setting up a new Local Target Area in IDIS, you will enter the name of the area and identify the type of revitalization effort being undertaken in that area. IDIS will assign an area identifier to each area entered. You use the fields on the CDBG06 to associate an activity with a particular area.

```
05/03/06  13:30                 LOCAL TARGET AREAS                    CDBG-H12



 Local Target Area Name:


_____


 Place an "X" to indicate general type of revitalization effort:
             Comprehensive
             Commercial
             Housing
             Other     Specify:




 F3=VALDT    F4=MAIN MENU    F7=PREV  F8=NEXT  F9=SAVE
```

Strategy Areas (CDBG-H3 and H4; C04MU13 and MU14)

CDFI Areas (CDBG-H1 and H2; C04MU11 and MU12)

Purpose

You will use these screens to identify one or more Strategy Areas (Neighborhood Revitalization Strategy Areas for entitlement grantees or Community Revitalization Strategy Areas for states) or CDFI (Community Development Financial Institution) Areas.

Location of Screen Flow

These screens operate in the same manner as discussed above for Local Target Areas, but there is a separate set of screens for each of these area types.

Applicable Activities

❑ When a Strategy Area or CDFI Area has been identified in IDIS, you may associate individual activities with that area, as appropriate. The report available in IDIS that provides information on all activities being undertaken in Strategy or CDFI areas is the PR14, CDBG CDFI and NRSA Activities.

Data Entry

❑ When setting up a new Strategy Area or CDFI Area in IDIS, you will enter the name of the area and identify the type of revitalization effort being undertaken in that area. IDIS will assign an identifier to each area entered. You use the fields on the CDBG06 to associate an activity with a particular area.

❑ All NRSA/CRSA Strategy Areas are, by definition, comprehensive. This screen will be changed to eliminate the categories describing the types of revitalization efforts.

❑ The IDIS screen for Community Revitalization Areas will be similar to the NRSA screen. However, because HUD approval is not required for a CRSA, the date field will only ask for "Approval Date."

```
05/03/06  14:38                    CDFI AREAS                    CDBG-H2




CDFI NAME:  _____

PERCENTAGE OF LOW/MOD IN CDFI AREA:  _____ %

Place an "X" to indicate general type of revitalization effort:
          _    Comprehensive
          _    Commercial
          _    Housing
          _    Other     Specify: _____
                                  _____




F3 = VALDT  F4 = MAIN MENU  F7 = PREV  F8 = NEXT  F9 = SAVE
```

```
05/03/06  14:37                  STRATEGY AREAS                  CDBG-H4




STRATEGY NAME:  _____

HUD APPROVAL DATE:  __ / __ / ____

Place an "X" to indicate general type of revitalization effort:
          _    Comprehensive
          _    Commercial
          _    Housing
          _    Other     Specify: _____
                                  _____




F3 = VALDT   F4 = MAIN MENU   F7 = PREV   F8 = NEXT   F9 = SAVE
```

Public Services/Public Facilities and Improvements (CDBG17)

Purpose

This is a new screen. This screen captures information on how persons benefited from a public services activity or a public facilities or improvements activity.

Location in Screen Flow

This screen appears at the end of the CDBG activity path for the activity for which the data is being entered:

❑ For LMA* activities, will follow CDBG07 for entitlements and Insular Areas, and CDBG13 for states.

❑ For LMC* and LMH* activities, will follow CDBG13.

❑ For SBA* activities, will follow CDBG12 for entitlements and Insular Areas, and CDBG13 for states (or after CDBG09 (housing) or CDBG11 (jobs) if those screens apply).

❑ For SBS, SBR and URG activities, will follow CDBG06 for entitlements and Insular Areas (or CDBG09 (housing) or CDBG11 (jobs), if applicable) or for states, will follow the CDBG13 (or CDBG11 (jobs), if applicable).

Applicable Activities

❑ This screen appears only for public services activities (matrix codes 05* and 03T) and public facilities and improvement activities (matrix codes 03*). The user will see only the data elements associated with either public services or public facilities and improvements, depending on the matrix code for a particular activity.

❑ When the matrix code for an activity is 03C or 03T, the last two data elements regarding overnight shelter and number of beds for homeless persons will also appear.

Data Entry

❑ The total number of persons benefiting for each program year must equal the total beneficiaries on the direct benefit screens for that program year or the total population on the LMA screen, whichever is applicable for an activity.

❑ When the activity provides a new service or facility, the user enters the number of persons having new access to the service or facility. If the activity is funded in subsequent years, persons receiving a benefit in the subsequent years continue to be reported as having new access. Example: Margy, Wisconsin, constructs the first senior center in the area. This center provides new access to a facility. If the grantee funds the senior center in subsequent years, the persons receiving the benefit in the subsequent years are reported as having "new access."

❑ When the activity provides improved access to a service or facility, enter the number of persons that have improved access to a service or facility. Example: Sue,

Arizona, funds a job training activity. Previously, the residents of Sue had to drive several miles to the nearest job training center. The residents of Sue now have improved access to job training.

❑ When the activity provides persons with a service or facility that is no longer substandard, enter the number of persons that no longer have substandard services or facilities. Example: Diane, Florida, reconstructs a road to make it safer for its residents.

❑ Totals for new access plus improved access plus no longer substandard cannot exceed the total number for the program year.

❑ Typically, the numbers of persons served will be entered in only one or two of the categories (new access, improved access, or no longer substandard). It is possible, however, that for a given activity, there may be beneficiaries in each of the categories. (That is, a portion of the grantees may have received new access, some may have received improved access, and some may no longer be subject to substandard services or facilities.)

❑ Number of homeless persons given overnight shelter and number of beds created are required data elements for activities with a matrix code of 03C or 03T.

```
05/03/06       Public Services/Public Facilities and Improvements    CDBG17

Grantee Activity ID                                    IDIS Activity ID 538

Activity Name        BOYS & GIRLS CLUB                       Natl/Obj LMC

                  Year to Insert: ____ :            0
 Of the persons assisted, enter the number that:
  Now have new access to this service or benefit:              _____
  Now have improved access to this service or benefit:         _____
  Now receive a service or benefit that is no longer substandard:  _____
                                                  Total:             0
  Now have new access to this type of public facility or
  infrastructure improvement:                                  _____
  Now have improved access to this type of public facility or
  infrastructure improvement:                                  _____
  That are served by public facility or infrastructure that is no
  longer substandard:                                          _____
                                                  Total:             0

# of beds created in overnight shelter or other emergency housing:  _____

Insert/Delete program year (I/D)? _
Type year to be inserted and press <ENTER> to confirm.
         F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Homeless Prevention (CDBG31)

Purpose

This is a new screen. On this screen, you will provide information on whether CDBG assistance is provided as emergency financial and/or legal assistance to prevent homelessness.

Location of Screen Flow

This screen will display after the CDBG17, Outcome Units, for applicable activities.

Applicable Activities

❑ This screen will display for all activities with a matrix code of 05C, Legal Services; 05Q, Subsistence Payments; or 05T, Security Deposits.

❑ This screen will only appear if the "Prevent Homelessness?" question on MA03 screen is answered "Yes."

Data Entry

❑ Of the total number of beneficiaries reported for the program year, you will identify the number that received emergency financial and/or legal assistance to prevent homelessness. The number of beneficiaries reported under either category may be less than or equal to the total benefiting for the program year, but neither (individually) may exceed the total benefiting for the program year. Examples: (a) if only one person was reported as benefiting from the activity during the program year, both lines on the CDBG31 could report one person assisted because that person could have received both emergency financial assistance and emergency legal assistance. (b) If only one person was assisted and that person did not receive assistance to prevent homelessness, both lines could be left blank. (c) If only one person was assisted and that person received emergency financial assistance to prevent homelessness, 1 would be entered on that line with the legal assistance line left blank (or vice versa if the person received emergency legal assistance to prevent homelessness, but not financial assistance). If one or both of these fields does not apply, leave the field(s) blank.

```
05/19/06  12:56                 HOMELESS PREVENTION
CDBG31

Grantee Activity ID                              IDIS Activity ID 538
Activity Name        BOYS & GIRLS CLUB                     Natl/Obj LMC

Total benefiting for program year 2005 : 100

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:   _____

    Received emergency legal assistance to prevent homelessness:   _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Homeowner Rehab Units (CDBG24)

Purpose

This is a new screen. On this screen, the user will provide more information on the owner-occupied housing units rehabilitated.

Location in Screen Flow

This screen appears at the end of the CDBG activity path for the activity for which the data is being entered.

Applicable Activities

❑ This screen is displayed for all activities with a matrix code of 01, 14A, 14B, and 14F-14I when the accomplishment code on the MA04 is 10 (Housing Units) and the national objective code is LMH*, SB*, or URG.

❑ When this screen is displayed for some of these matrix code/national objective combinations, it may not be appropriate for an activity because there are no owner-occupied units. In those cases, simply bypass this screen.

Data Entry

❑ Insert the program year.

❑ Enter data for all characteristics that apply to the unit(s) rehabilitated under this activity. If none apply, simply bypass this screen.

❑ Enter the number of units occupied by one or more persons age 62 and over.

❑ Enter the number of units that were substandard prior to the rehabilitation and that are now standard, (that is, meet HQS or local codes).

❑ Enter the number of units qualified as Energy Star. (See Appendix 1 for more information on Energy Star standards.)

❑ Enter the number of units made accessible through the removal of architectural barriers.

❑ Enter the number of units made lead safe (24 CFR Part 35). Units are counted as meeting the lead safe standard only when rehabilitation or repairs have been performed on a unit to control known or assumed lead-based paint hazards. So this measure only applies to pre-1978 housing units where the rehabilitation work exceeds the $5000 threshold. Do not count housing units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint in the property), or housing units where the rehabilitation work does not address all surfaces that could pose a hazard (e.g., rehabilitation work less than $5,000 per unit).

```
05/03/06  14:15                HOMEOWNER REHAB UNITS
CDBG24

Grantee Activity ID                              IDIS Activity ID 538
Activity Name      HOMEOWNER REHAB PROGRAM              Natl/Obj LMH

                      Year to Insert: ____ :            0



Of the total Owner Units, the number:

  Occupied by elderly:                                        _____
  Units moved from substandard to standard (HQS or local code):   _____

  Units qualified as Energy Star:                             _____
  Units made accessible:                                      _____

  Brought into compliance with lead safety rules (24 CFR Part 35):  _____



Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
         F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Construction of Rental Units – Part 1 of 2 (CDBG18)

Purpose

This is a new screen. On this screen the user enters information about rental units constructed with CDBG funding.

Location in Screen Flow

This screen appears after the CDBG Beneficiary screen (CDBG13).

Applicable Activities

❑ This screen is displayed for activities where the "Activity Involves Rental Housing" question is answered "Y" on the CDBG 06 screen. The screen is also displayed for activities with a matrix code of 01 (acquisition of real property) or 12 (construction of housing) on the MA04 screen and a national objective of LMH*, SB* or URG.

Data Entry

❑ The user must enter a code of "10" as the actual accomplishment type on the MA04 screen and have at least one renter beneficiary reported on the CDBG08 to see these new screens.

❑ Certain data entry fields are not required for CDBG grantees (e.g. "years of affordability"); however, if there is a grantee-imposed period of affordability, it should be entered here.

❑ The user should indicate if the units are Section 504 accessible or meet Energy Star standards.

❑ The user then identifies, of the affordable units, the number occupied by the elderly (i.e., by one or more persons 62 years old or over) and/or subsidized by project based rental assistance.

❑ If a field does not apply, leave it blank.

```
05/03/06  15:13      CONSTRUCTION OF RENTAL UNITS - PART 1          CDBG18

Grantee Activity ID                                 IDIS Activity ID 538
Activity Name        HARGROVE APARTMENTS                  Natl/Obj LMH

                     Year to Insert: ____ :           0

Of the total Rental Units, the number:

  Affordable units:                                       _____
  Section 504 accessible units:                           _____
  Units qualified as Energy Star Standards:               _____

Of the total number of affordable units:

  Units occupied by elderly:                              _____
  Years of affordability:  __
  Units subsidized with project-based rental assistance
          by another Federal, state or local Program:  _____


Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
         F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Construction of Rental Units – Part 2 of 2 (CDBG19)

Purpose

This is a new screen that will be displayed after Construction of Rental Units-Part I.

Location in Screen Flow

This new screen is a continuation from the previous screen, Construction of Rental Units, Part I.

Data Entry

❑ As with the Construction of Rental Units-Part I Screen, the user indicates the characteristics of the rental units on this screen.

❑ Of the total rental units, the user provides information on the units designated for persons with HIV/AIDS and indicates which of those are designated for the chronically homeless.

❑ Of the total number of rental housing units, the user provides the number of permanent housing units designated for homeless persons and families; and of those permanent housing units, the number for the chronically homeless.

```
05/03/06  15:14     CONSTRUCTION OF RENTAL UNITS - PART 2          CDBG19

Grantee Activity ID                                  IDIS Activity ID 538
Activity Name       HARGROVE APARTMENTS                     Natl/Obj LMH

Total Rental Units for program year 2005 : 10

Of the total Rental Units, the number:

   Units designated for persons with HIV/AIDS including
            units receiving assistance for operations:  _____
     Of those, the number for the chronically homeless:  _____

   Permanent housing units designated for homeless persons and families,
    including units receiving assistance for operations:  _____
       Of those, the number for the chronically homeless:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Rehabilitation of Rental Units – Part 1 of 2 (CDBG20)

Purpose

This is a new screen. This screen is used to report on the rehabilitation of rental units.

Location in Screen Flow

This screen appears after the CDBG Beneficiary screen (CDBG13).

Applicable Activities

❑ This screen is displayed for activities where the "Activity Involves Rental Housing" question is answered "Y" on the CDBG 06 screen and where the matrix code is 14A-14D (single unit rehabilitation; multi-unit rehabilitation; public housing modernization; and, rehabilitation of other publicly owned residential buildings), 14F-14I (energy efficiency improvements; acquisition for rehabilitation; rehabilitation administration; and, lead based paint hazards/testing) with a National Objective code of LMH*, SB* or URG.

❑ On this screen, the grantee reports on the total rental units that are affordable, Section 504 accessible, brought from substandard to standard, the number that are qualified an Energy Star, the number brought into compliance with the lead safety rules, and the number of units created through the conversion of non-residential to residential buildings.

Data Entry

❑ The user must enter a code of "10" as the actual accomplishment type on the MA04 screen and have at least one renter reported on the CDBG08 to see these new screens. Note that the program requirements have not changed. For example, in the CDBG program, it is not a requirement to bring rental units from substandard to standard condition, but any units brought from substandard to standard condition should be reported.

❑ If a field does not apply, leave it blank.

```
05/03/06  14:17     REHABILITATION OF RENTAL UNITS PART - 1         CDBG20

Grantee Activity ID                             IDIS Activity ID 538
Activity Name        HARGROVE APARTMENTS                    Natl/Obj LMH

                     Year to Insert: ____ :             0

Of the total Rental Units, the number:

  Affordable units:                                            _____
  Section 504 accessible units:                                _____
  Brought from substandard to standard condition
   (HQS or local code):                                        _____
  Number qualified as Energy Star:                             _____
  Brought into compliance with lead safety rules (24 CFR Part 35):  _____

  Number of units created through conversion of non-residential
   to residential buildings:                                  _____


Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
          F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Rehabilitation of Rental Units – Part 2 of 2 (CDBG21)

Purpose

This is a new screen that will collect additional information on the rental units rehabilitated.

Location in Screen Flow

This new screen is a continuation from the previous screen, Rehabilitation of Rental Units, Part I that collects information on rental units rehabilitated with CDBG assistance.

```
05/03/06  14:18    REHABILITATION OF RENTAL UNITS PART - 2        CDBG21

Grantee Activity ID                               IDIS Activity ID 538
Activity Name        HARGROVE APARTMENTS                   Natl/Obj LMH

Total Affordable Units for program year 2005 : 1

Of the number of Affordable Units, the number:
    Units occupied by elderly:                              _____
    Number of years of affordability:  __
    Units subsidized with project-based rental assistance
             by another Federal, state or local Program:    _____

    Units designated for persons with HIV/AIDS including
             units receiving assistance for operations:     _____
     Of those, the number for the chronically homeless:     _____

    Permanent housing units for homeless persons and families,
        including units receiving assistance for operations:  _____
     Of those, the number for the chronically homeless:     _____

Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Direct Financial Assistance to Homebuyers (CDBG25)

Purpose

This is a new screen. On this screen the user enters information about homebuyer assistance provided through the CDBG program. Of those assisted, the user reports the number that are first time homebuyers and of those, the number receiving housing counseling. The user also reports on the total number of homebuyers receiving downpayment/closing cost assistance.

Location in Screen Flow

This screen appears after the CDBG Beneficiary screen (CDBG13).

Applicable Activities

❑ This screen is displayed for activities with a matrix code of 05R, Homeownership Assistance (assisted as a public service activity) or 13, Direct Homeownership Assistance.

Data Entry

❑ If a field does not apply, leave it blank.

```
05/03/06  14:20   DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS
CDBG25


Grantee Activity ID                            IDIS Activity ID 538
Activity Name      DOWNPAYMENT ASSISTANCE PROGRAM          Natl/Obj LMH

                              Year to Insert: 2005 :          0



Of the total, specify the following:

   First-time homebuyer:                                _____
     Of those, number receiving housing counseling:     _____

   Downpayment Assistance/Closing Costs:                _____





Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
         F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Acquisition / Construction of New Homeowner – (CDBG22 and CDBG23)

Purpose

These two screens are new. On these screens, the user enters information on the use of CDBG to assist the development of new homeowner housing.

Location in Screen Flow

If the national objective is LMH* for both entitlement communities or states or SBA and URB for states, these screens will display after the CDBG13, CDBG Beneficiary Income Levels. For entitlement communities: if the national objective is SBA; these screens will display after the CDBG12, Slum/Blight Area; if the national objective is URG, these screens will display after the CDBG06, CDBG Activity Information.

(NOTE: In addition to these two screens displaying in these situations, the CDBG24, Homeowner Rehab Units, may also display. If the CDBG24 does not apply, simply bypass the screen.)

Applicable Activities

- ❑ These screens will be displayed for activities with a matrix code of 01, Acquisition, or 12, New Construction; national objective of LMH*, SB* or URG; accomplishment code 10, Housing units, entered on the MA04; and at least one actual accomplishment is reported on the MA04.

Data Entry

- ❑ On the CDBG22: Of the ownership units assisted by this activity in the program year, identify:

  - ➤ The number of units that are affordable and the total number of years of affordability, if any are imposed by the grantee. The period of affordability should be shown as the total number of years for all units being reported.

  - ➤ The number of units that qualify as Energy Star. See Appendix 1 for more information on Energy Star standards.

  - ➤ The number that are Section 504 accessible; and

  - ➤ The number of households that occupy the units that previously lived in subsidized housing and now occupy the units.

- ❑ If one or more of these categories does not apply, leave the field(s) blank.

- ❑ On the CDBG23: Of the affordable ownership units assisted by this activity in the program year, report:

  - ➤ The number occupied by the elderly, that is the number of units with at least one person 62 years or over.

> ➤ The number of units specifically designated for persons with HIV/AIDS and, of those units:

- • The number specifically for chronically homeless; and

- • The number of units specifically designed for the homeless and, of those units, the number specifically for the chronically homeless.

- • Note that the information on units for persons with HIV/AIDS and the homeless is not based on occupancy; the grantee reports the number of units *designated* for occupancy by persons in these groups.

❑ If a category does not apply, leave the field blank.

```
05/03/06  13:57      ACQUISITION/CONSTRUCTION NEW HOMEOWNER          CDBG22

Grantee Activity ID                                      IDIS Activity ID 538
Activity Name       STONEGATE DEVELOPMENT                      Natl/Obj LMH

                 Year to Insert: ____ :           0


Of the total Owner Units, the number:

         Affordable units:                                        _____
         Years of affordability guaranteed:  __
         Units qualified as Energy Star:                          _____
         Section 504 accessible:                                  _____
         Households previously living in subsidized housing:  _____




Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
         F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

```
 05/03/06  13:59 ACQUISITION/CONSTRUCTION NEW HOMEOWNER - PART 2    CDBG23

Grantee Activity ID                                  IDIS Activity ID 538
Activity Name       STONEGATE DEVELOPMENT               Natl/Obj LMH


Total Owner Units for program year 2005 : 1

Of the number of Affordable Units, the number:
     Occupied by elderly:                                 _____

     Units specifically designated for persons with HIV/AIDS:  _____
        Of those, the # specifically for chronically homeless:  _____

     Units specifically designated for homeless:         _____
        Of those, the # specifically for chronically homeless:  _____




Insert/Delete program year(I/D)? _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Short Term Rental Assistance (CDBG30)

Purpose

This is a new screen. On this screen, the user enters information on households that receive CDBG rental assistance in the program year.

Location in Screen Flow

This screen will display after the CDBG13, CDBG Beneficiary Income Levels – Households.

Applicable Activities

❑ This screen will display for all activities with a matrix code of 05S, Rental Housing Subsidies.

Data Entry

❑ Of the households that receive rental assistance during the program year, the user identifies the following:

➢ The number that receive short-term rental assistance, i.e., not more than 3 months;

➢ The number of households receiving rental assistance that were previously homeless; and

• Of those households that were previously homeless, the number that were chronically homeless.

❑ If one or more of these categories does not apply, leave the field(s) blank.

```
05/03/06  14:34     Short-Term Rental Assistance                  CDBG30

Grantee Activity ID                               IDIS Activity ID 538
Activity Name       HELPING HANDS RENTAL ASSISTANCE       Natl/Obj LMH

                        Year to Insert: ____ :          0

Of the total Households assisted, the number:

      Short-term rental assistance (not more than 3 months):  _____

       # of households assisted previously homeless:          _____
         Of those, the # of chronically homeless households:  _____




Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
          F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Job Creation (CDBG26)

Purpose

This is a new screen. On this screen, the user enters information about the jobs created by this activity.

Location in Screen Flow

This screen will display after the Job Creation/Retention screen (CDBG11) if jobs created are reported on that screen.

Applicable Activities

❑ This screen is displayed for all activities with a national objective code of LMJ*, as well as activities with a national objective of LMASA, LMAFI and LMCMC if the "jobs" accomplishment code, 13, is entered on the MA04.

Data Entry

❑ Of the jobs reported as created by the activity during the identified program year shown at the top of the screen, the user identifies the following:

1. The number of jobs with employer-sponsored health care benefits;

2. The number of persons unemployed before taking a job created by this activity; and

3. Information on the types of jobs created (which are based on EDA job classifications). For definitions of the EDA job classifications, see Attachment 5-1: Economic Development Administration (EDA) Job Category Definitions, located at the end of Chapter 5 in this guidebook.

❑ Items 1 and 2 can be less than, but cannot exceed, the total number of jobs reported as created by this activity in the program year.

❑ Item 3 must equal the total number of jobs created in the program year.

❑ If items 1 or 2 do not apply, leave the field(s) blank.

```
  05/03/06  14:23                 JOB CREATION                      CDBG26
Grantee Activity ID                              IDIS Activity ID 538
Activity Name      ECONOMIC DEVELOPMENT LOANS          Natl/Obj LMJ


Total Jobs Created for program year 2005 : 1
Jobs Created:
 Number of jobs with employer sponsored health care benefits:      _____
 Number unemployed prior to taking jobs created under this activity:_____


 Type of Jobs Created:                  # Jobs
         Officials and Managers       _____
         Professional                 _____
         Technicians                  _____
         Sales                        _____
         Office and Clerical          _____
         Craft Workers (skilled)      _____
         Operatives(semi-skilled)     _____
         Laborers (unskilled)         _____
         Service Workers              _____


Insert/Delete program year(I/D)? _
Enter data for new year.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Job Retention (CDBG27)

Purpose

This is a new screen. On this screen, you will enter information about the jobs retained by this activity.

Location of Screen Flow

This screen will display after the Job Creation/Retention screen (CDBG11) if only retained jobs are reported on that screen. If both jobs created and retained are reported on the CDBG11, this screen will display after the CDBG26.

Applicable Activities

❑ This screen will be displayed for all activities with a national objective code of LMJ*, as well as activities with a national objective of LMASA, LMAFI and LMCMC if the "jobs" accomplishment code, 13, is entered on the MA04.

Data Entry

❑ Of the jobs reported as retained for the program year, you will identify the following:

1. The number of jobs with employer-sponsored health care benefits;

2. Information on the types of jobs retained (which are based on EDA job classifications). For definitions of the EDA job classifications, see Attachment 5-1: Economic Development Administration (EDA) Job Category Definitions, located at the end of Chapter 5 in this guidebook.

❑ Item 1 can be less than, but cannot exceed, the total number of jobs retained by this activity in the program year. Item 2 must equal the total number jobs retained in the program year. If either or both of these items does not apply, leave the field(s) blank.

```
 05/19/06  12:51                JOB RETENTION                      CDBG27
Grantee Activity ID                          IDIS Activity ID 538
Activity Name      ED LOAN: JEFFERSON MOTORS            Natl/Obj LMJ


                    Year to Insert: ____ :           0

Jobs Retained:
     Number of jobs with employer sponsored health care benefits:  _____

 Type of Jobs Retained:                  # Jobs
          Officials and Managers      _____
          Professional                _____
          Technicians                 _____
          Sales                       _____
          Office and Clerical         _____
          Craft Workers (skilled)     _____
          Operatives(semi-skilled)    _____
          Laborers (unskilled)        _____
          Service Workers             _____


Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
          F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Assistance to Businesses – Part 1 of 2 (CDBG28)

Purpose

This is a new screen. On this screen, the user provides information on the business(es) assisted by an economic development activity. Although this screen refers to assistance to business**(es),** all activities involving loans, grants, or other direct **financial** assistance to a business should be reported on only one business per activity in order to demonstrate national objective compliance.

Location in Screen Flow

This screen will appear at the end of the CDBG activity path for the activity for which the data is being entered.

Applicable Activities

❑ This screen will appear for activities using matrix codes 14E, 17*, and 18*.

Data Entry

❑ Enter the program year.

❑ While this screen refers to the number of businesses assisted, most activities providing assistance to for-profit entities are assisting only one business. Grantees are encouraged to maintain this practice of reporting assistance to an individual business in a single activity, particularly when the business has received financial assistance, such as a business loan. In many cases, assisting one business per activity is necessary to assess compliance with program requirements.

❑ Enter the number of businesses assisted that are new (start-ups) and/or existing. Either new or existing must be greater than zero.

❑ If a number is given for existing businesses assisted, enter the number of those that are either expanding or relocating, if applicable.

❑ Enter the number of businesses rehabilitated, including those receiving upgraded or new facades.

❑ Enter the number of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community.

```
 05/03/06  14:10             ASSISTANCE TO BUSINESSES                    CDBG28

Grantee Activity ID                               IDIS Activity ID 538
Activity Name       ECONOMIC DEVELOPMENT LOANS               Natl/Obj LMJ

 Year to Insert: ____
   Businesses assisted:
          New:                                 _____
          Existing:                            _____
          Total:                                      0

   Of the EXISTING Businesses assisted:
          Number expanding:                    _____
          Number relocating:                   _____

# of businesses assisted with commercial facade treatment/
                                     business building rehab: _____
# of businesses assisted that provide goods or services to meet the
             needs of a service area, neighborhood, or community: _____


Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
          F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Assistance to Businesses – Part 2 of 2 (CDBG29)

Purpose

This is a new screen that will follow the Assistance to Businesses, Part I screen. On this screen, you will report the DUNS number for each assisted business. If the new business will be created as a result of the CDBG assistance then the business will need to get a DUNS number once it is set up and the grantee should enter that DUNS number into the system.   If the financial or business support assistance is direct to an existing or start-up business, the grantee should provide the DUNS number. However, if the assistance is for general training/TA for an entrepreneur who wants to start a business (e.g., microenterprise assistance) but where no business exists then the grantee is not required to fill in the DUNS number.

This screen allows the user to report on assistance to multiple businesses under one IDIS activity. However, if the project involves loans, grants, or other **direct financial** assistance to a business, the grantee must report each business assisted under a unique IDIS activity in order to demonstrate national objective compliance.

Obtaining a DUNS number is free. Additional information on obtaining a DUNS number can be found by accessing the following website: http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf

Location in Screen Flow

This screen follows the Assistance to Businesses, Part I Screen.

Applicable Activities

❑ This screen will only display if values are entered on the previous screen.

```
  05/03/06  14:11        ASSISTANCE TO BUSINESSES - PART 2           CDBG29

Grantee Activity ID                                     IDIS Activity ID 538
Activity Name         ECONOMIC DEVELOPMENT LOANS                Natl/Obj LMJ

Specify DUNS # for each business assisted:


          DUNS #
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
Additional Entries (Y/N)? _

F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Performance Measurement in IDIS for the ESG Program

ESG Housing and Services (C04ME01)
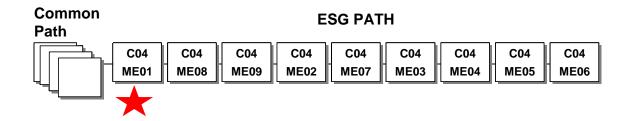
Purpose

The C04ME01 screen is a revision of the current ME01 screen. This screen has been
modified to include the type of organization carrying out the listed activity.

Data Entry

❑ Only one selection of "Public Agency", "Faith Based non-profit" or "Other non-profit"
  can be made.

```
05/04/06  19:19              ESG HOUSING AND SERVICES              C04ME01


 Project Number: 1         Program Year: 2005       IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION

 INDICATE PROGRAM(S) AND SERVICE(S) WITH AN  "X":
   _  Emergency Shelter Facilities      _  Transitional Shelter
   _  Vouchers for Shelters             _  Outreach
   _  Drop-in Center                    _  Soup Kitchen/Meal Distribution
   _  Food Pantry                       _  Health Care
   _  Mental Health                     _  HIV/AIDS Services
   _  Alcohol/Drug Program              _  Employment
   _  Child Care                        _  Homeless Prevention
   _  Other  _____


 INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY WITH AN "X":
   _  Public Agency
   _  Faith Based non-profit
   _  Other non-profit

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
F10=REVISE ACTIVITY
```

Common Path

ESG PATH

| C04 ME01 ⭐ | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

ESG Objective and Outcome (C04ME08)

Purpose

This is a new screen. This screen captures the objective and outcome data the activity. On this screen, the user selects the performance measurement objective and performance measurement outcome that most accurately describes what the grantee intends to accomplish by performing the activity.

Data Entry

❑ Valid values for both fields are 1, 2, and 3. For guidance on selecting the most appropriate objective and outcome, please see "Special" below.

❑ If "Objective" is left blank, it will default to 1 – Create a Suitable Living Environment.

❑ If "Outcome" is left blank, it will default to 1 – Availability/Accessibility.
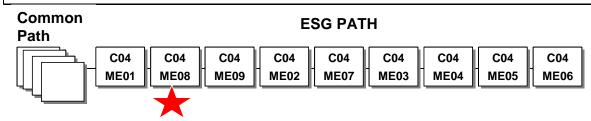
Help Screens

❑ A help screen with these definitions of "Objective" will be available:

➢ Suitable Living Environments: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations and services) Activities that benefit communities, families, or individuals by addressing issues in their living environment.

➢ Decent Housing: (Homeless prevention activities) Housing activities that meet individual, family or community needs.

➢ Creating Economic Opportunities: Activities related to economic development, commercial revitalization, and job creation. (This does not include job training or educational services.)

❑ A help screen with these definitions of "Outcome" will be available:

➢ Availability/Accessibility: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations, and services) Activities that make shelter and services available and accessible. Note that accessibility does not refer only to physical barriers.

➢ Affordability: (Homeless prevention activities) Activities that provide affordability through rent/mortgage assistance, utility assistance, first month rent/security deposit assistance and landlord/tenant mediation/legal services.

➢ Sustainability: Activities that promote livable or viable communities and neighborhoods by removing slums or blighted areas.

❑ For ESG homeless prevention activities, the preferred objective is "decent housing."

❑ For ESG homeless assistance activities, the preferred objective is "suitable living environment.

❑ Administration activities do not require an objective or outcome.

```
 05/04/06  19:21              OBJECTIVE AND OUTCOME              C04ME08

Project Number:   1      Program Year: 2005     IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION


OBJECTIVE                _
                         1  Create suitable living environments
                         2  Provide decent housing
                         3  Create economic opportunities

OUTCOME                  _
                         1  Availability/accessibility
                         2  Affordability
                         3  Sustainability








 F1=HELP  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

Special Characteristics (C04ME09)

Purpose

This screen collects data on the location of the activity.

Data Entry

- ❑ Valid values for each field are Y (Yes) or N (No). If a field is left blank, the system will set the value to N (No).

- ❑ The following definitions apply:

  - ➢ Colonia: A rural community or neighborhood located within 150 miles of the U.S.-Mexican border that lacks adequate infrastructure and frequently also lacks other basic services. (This option is displayed only if the activity is located in AZ, CA, NM, or TX.)

  - ➢ CDBG strategy area: A HUD-approved Neighborhood or Community Revitalization Strategy Area (NRSA or CRSA), identified in the grantee's Consolidated Plan/Annual Action Plan under Section 91.215(e)(2) or Section 91.315(e)(2).

  - ➢ Local target area: A locally designated non-CDBG strategy area targeted for assistance.

  - ➢ Presidentially declared major disaster area: An area declared a major disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

  - ➢ Historic preservation area: An area designated for historic preservation by local, state, or Federal officials.

  - ➢ Brownfield redevelopment area: An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.

```
  05/04/06  19:26              SPECIAL CHARACTERISTICS              C04ME09

 Project Number: 1          Program Year: 2005      IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION


 ACTIVITY          Type 'Y' next to all that apply:
 LOCATION
                   _  CDBG strategy area
                   _  Local target area
                   _  Presidentially declared major disaster area
                   _  Historic preservation area
                   _  Brownfield redevelopment area
                   _  Conversion from non-residential to residential use
                   _  Colonia








 F1=HELP    F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT  F9=SAVE
```
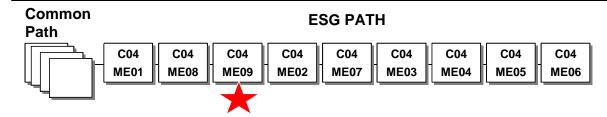
Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

ESG Beneficiaries (C04ME02)

Purpose

The C04ME02 screen is a revision of the current ME02 screen. It now captures the annual unduplicated number of persons served in residential and non-residential services instead of the average number of person served as previously requested. These counts should reflect an actual unduplicated number of persons served, not an estimate or point-in-time count.

Note: "Non-residential services" captures the number of adults and children served in homeless prevention activities. It also captures the number of adults and children **not** in an emergency or transitional shelter program that are receiving essential services.

Data Entry

❑ The total annual aggregate count (including residential and non-residential services) on the ESG Beneficiaries screen must match the total annual aggregate count from the Racial/Ethnics Characteristics screen. If the amounts entered in this screen do not equal the total amounts entered on the Racial/Ethnic Characteristics screen (C04ME07) the following statement will appear at the bottom of the screen:

"Warning! Total count does not match the total racial count. Enter to continue."

❑ The user should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

```
05/04/06  19:26                 ESG BENEFICIARIES                    C04ME02


Project Number: 1          Program Year: 2005     IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION


The numbers for the following questions should be based on the annual
number of persons served.


RESIDENTIAL (EMERGENCY OR TRANSITIONAL SHELTERS)

  Annual Number Adults Served:  _____
Annual Number Children Served:  _____
                       Total:  _____



NON-RESIDENTIAL SERVICES

Annual Number of Adults and Children Served: _____




 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

★

ESG Racial/Ethnic Characteristics (C04ME07)

Purpose

The C04ME07 screen is a revision of the current ME07 screen. It will now capture the annual aggregate number of persons served in residential and non-residential services instead of the average number of person served as previously requested. These counts should reflect an actual unduplicated number of persons served, not an estimate or point-in-time count.
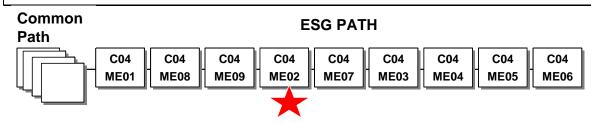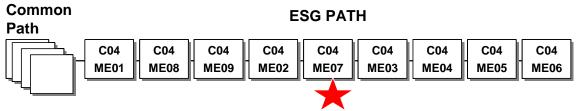
Data Entry

❑ The total annual aggregate count (including residential and non-residential services) on the ESG Beneficiaries screen must match the total annual aggregate count from the Racial/Ethnics Characteristics screen. If the amounts entered in this screen do not equal the total amounts entered on the ESG Beneficiaries screen (C04ME02) the following statement will appear at the bottom of the screen:

"Warning! Total count does not match the total racial count. Enter to continue."

❑ The grantee should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

```
 05/04/06  19:29        RACIAL/ETHNIC CHARACTERISTICS               C04ME07

Project Number: 1          Program Year: 2005     IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION


ANNUAL NUMBER SERVED  (INCLUDING RESIDENTIAL AND NON-RESIDENTIAL SERVICES)
                                                      #Total    #Hispanic
                                            White:  _____    _____
                          Black/African American:  _____    _____
                                            Asian:  _____    _____
                   American Indian/Alaskan Native:  _____    _____
         Native Hawaiian/Other Pacific Islander:  _____    _____
         American Indian/Alaskan Native & White:  _____    _____
                                    Asian & White:  _____    _____
                  Black/African American & White:  _____    _____
     Am.Indian/Alaskan Native & Black African Am.:  _____    _____
                              Other Multi-Racial:  _____    _____


                                           TOTAL:       0           0


 F3=VALDT    F4=MAIN MENU   F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
```

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

Beneficiary by Gender, Age and Family Type (C04ME03)
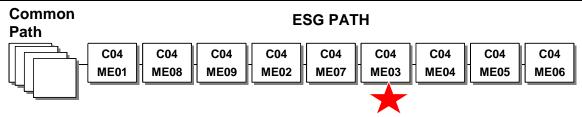
Purpose

The C04ME03 screen is a revision of the current ME03 screen. This screen has been revised to capture annual aggregate counts, not percentages. These counts should be actual aggregate counts, not estimates or point-in-time counts.

The screen has also been revised to clarify that the grantee should capture data from Emergency or Transitional Shelters, not from "residential services."

Data Entry

❑ At least one of the fields must be greater than zero.

❑ The grantee should complete this screen once a year at the end of the program year or when completing the activity in IDIS, whichever comes first.

```
 05/04/06  19:31             ESG BENEFICIARIES                    C04ME03


 Project Number: 1          Program Year: 2005     IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION


  EMERGENCY OR TRANSITIONAL SHELTERS

  ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES):                   TOTALS
    Unaccompanied 18 and over .. Male: _____    Female: _____    _____
    Unaccompanied under 18 ..... Male: _____    Female: _____    _____

  ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH CHILDREN HEADED BY:
    Single 18 and over ........ Male: _____    Female: _____    _____
    Single under 18 ........... Male: _____    Female: _____    _____
    Two Parents 18 and over ...................................:    _____
    Two Parents under 18 ......................................:    _____

  ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN ..........:    _____

                                                        TOTAL:        0



 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

| | C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 ★ | C04 ME04 | C04 ME05 | C04 ME06 |

Beneficiary by Target Population (C04ME04)

Purpose
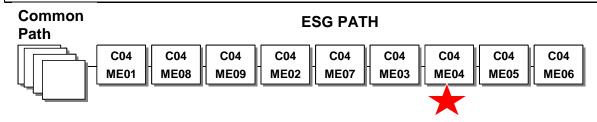
The C04ME04 screen is a revision of the current ME04 screen. This screen will capture the number of persons served annually in each of the categories listed. Persons may fit into one or more categories so overlapping numbers are acceptable. See chart below for category clarifications:

Categories	Category Clarifications
Chronically Homeless*	Newly added category (see * definition below)
Severely Mentally Ill	Same as the previous label "Chronically Mentally Ill"
Chronic Substance Abuse	Combines the previous categories of "Alcohol Dependent Individuals" and "Drug Dependent Individuals"
Other Disability	Combines the previous categories of "Developmentally Disabled", "Physically Disabled" and "Other"
Veterans	No change
Persons with HIV/AIDS	Same as the previous label "HIV/AIDS"
Victims of Domestic Violence	Same as the previous label "Battered Spouse"
Elderly	No change
Note: The previous category of "Runaway/Throwaway Youth" has been removed from this list because the data is already being collected on the C04ME03 screen with the "Under 18" counts.	

* The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.

```
05/04/06  19:34              ESG BENEFICIARIES                    C04ME04


 Project Number: 1         Program Year: 2005      IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION


 EMERGENCY OR TRANSITIONAL SHELTERS


 List the number of persons for each subpopulation you served. If you
 served subpopulations that fit more than one category, you may
 place overlapping numbers (duplicate persons) on the appropriate lines.


  Chronically Homeless (Emergency Shelter only): _____
                         Severely Mentally Ill: _____
                        Chronic Substance Abuse: _____
                              Other Disability: _____
                                      Veterans: _____
                         Persons with HIV/AIDS: _____
                  Victims of Domestic Violence: _____
                                       Elderly: _____



 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

★
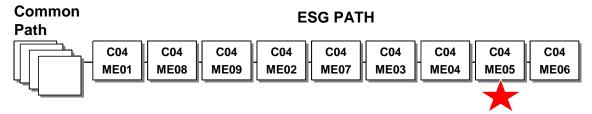
Beneficiary by Housing Type (C04ME05)

Purpose

The C04ME05 screen is a revision of the current ME05 screen. This screen has a revised lead sentence that more clearly requests the annual aggregate number of persons served in "Residential Housing" for Emergency and/or Transitional Shelters. Counts related to "Non-Residential Services" (prevention activities and essential services) are not to be included in these counts.

```
 05/04/06  19:35                        ESG HOUSING
C04ME05

 Project Number: 1         Program Year: 2005       IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION


 Annual number served in Emergency or Transitional Shelters

                                         NUMBER OF
                        SHELTER TYPE    PERSONS HOUSED

                           Barracks:      _____
                  Group/Large House:      _____
            Scattered Site Apartment:      _____
       Single Family Detached House:      _____
              Single Room Occupancy:      _____
                 Mobile Home/Trailer:      _____
                        Hotel/Motel:      _____
                              Other:      _____
                              Total:          0



 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

C04 ME01	C04 ME08	C04 ME09	C04 ME02	C04 ME07	C04 ME03	C04 ME04	C04 ME05	C04 ME06
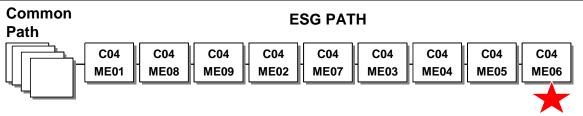
ESG Funding (C04ME06)

Purpose

The C04ME06 screen is a revision of the current ME06 screen. The enhanced changes are screen formatting only. Grantees must identify funding sources for this activity, other then ESG funding. The ESG funding displayed on this screen is carried over from the Setup Activity screen and cannot be changed on this screen.

```
 05/04/06  19:36                 ESG FUNDING                      C04ME06


 Project Number: 1         Program Year: 2005      IDIS Activity ID: 538
 Project Title:  FRIENDSHIP SHELTER
 Activity Name:  RENOVATION



 FUNDING SOURCES


                                ESG:              $0.00
                    Other Federal:                   0
                 Local Government:                   0
                          Private:                   0
                             Fees:                   0
                            Other:                   0

                            Total:              $0.00




 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Common Path

ESG PATH

| C04 ME01 | C04 ME08 | C04 ME09 | C04 ME02 | C04 ME07 | C04 ME03 | C04 ME04 | C04 ME05 | C04 ME06 |

Performance Measurement in IDIS for the HOPWA Program

Activity Type	Screen Flow
Facility Based Housing – Development	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP02 – Describes the housing facility (Revised) MP20 – Facility Based Housing Outcomes (New) MP03 – Site expenditures (Revised) MP10 – Available HOPWA funding
Facility Based Housing – Operations	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP02 – Describes the housing facility (Revised) MP05 – Facility Based Housing (Revised MP04/MP05) MP12 – Race/ethnicity of persons served MP06 – Age/gender/income of persons served MP08 – Recent living situation counts MP07 – Stability Outcomes (Revised) MP10 – Available HOPWA funding MP03 – Site expenditures (Revised)
Facility Based Non-Housing	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP14 – Description of construction/rehab activity MP10 – Available HOPWA funding MP15 – Site expenditures
Permanent Housing Placement	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP10 – Available HOPWA funding MP16 – Households and expenditures (Revised) MP17 – Demographics of Persons Served
Short term rent, Mortgage and Utility Payments (STRMU)	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP05 – Facility Based Housing (Revised MP04/MP05) MP12 – Race/ethnicity of persons served MP06 – Age/gender/income of persons served MP08 – Recent living situation counts MP07 – Stability Outcomes (Revised) MP10 – Available HOPWA funding

TBRA	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP05 – Facility Based Housing (Revised MP04/MP05) MP12 – Race/ethnicity of persons served MP06 – Age/gender/income of persons served MP08 – Recent living situation counts MP07 – Stability Outcomes (Revised) MP10 – Available HOPWA funding
Supportive Service	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP10 – Available HOPWA funding MP17 – Demographics of persons served MP09 – Supportive Services Provided (Revised)
Housing Information Services	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP10 – Available HOPWA funding MP16 – Demographics of persons served (Revised) MP11 – Expenditures of HOPWA funds (Revised)
Resource Identification	MP01 – HOPWA Activity (Revised) MP18 – Objective and Outcome (New) MP19 – Special Characteristics (New) MP10 – Available HOPWA funding MP11 – Expenditures of HOPWA funds (Revised)
Administration	MP01 – HOPWA Activity MP11 – Expenditures of HOPWA funds

In conjunction with the performance measurement-related updates, the HOPWA screens in IDIS are undergoing other significant revisions throughout 2006. For detailed information on all of the changes to the HOPWA screens, please refer to the guide *IDIS for HOPWA Grantees*.

HOPWA ACTIVITY (MP01) Updated

Purpose

The HOPWA Activity screen has been revised to capture the new activity types adopted for HOPWA:

- ❑ Facility-based Housing Operations and Development have been separated;

- ❑ Tenant-based Rental Assistance (TBRA) and Short-term Rent Mortgage Utility (STRMU), previously under Scattered site, have been separated;

- ❑ Separate activities were created for Resource ID/Technical Assistance and Housing Information; and

- ❑ Permanent Housing Placement was separated from Supportive Services.

New fields have been added to the screen to capture type of organization carrying out the activity.

Data Entry

- ❑ For Activity Type, one activity type (and only one) can be selected. If the activity type for an existing activity is changed, the IDIS system will delete any "path" data that was previously entered and no longer applies to the new activity type.

- ❑ For "Name of Organization", indicate the project sponsor name. If the user enters something, it will be saved in the database.

- ❑ For "Is organization faith-based?" the user can enter Y (yes) or N (no). The IDIS system defaults to N if nothing is entered.

- ❑ For "Is organization community-based?" the user can enter Y (yes) or N (no). The IDIS system defaults to N if nothing entered.

```
 11/18/05  10:59            HOPWA ACTIVITY                         C04MP01
Project Number:    2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST


Place an "X" to select the type of activity:
               _     Facility-based Housing Operations
               _     Facility-based Housing Development
               _     Facility-based Non-housing
               _     Tenant-based Rental Assistance
               _     Short-term Rent Mortgage Utility
               _     Housing Information
               _     Resource Identification/TA
               _     Administration
               _     Supportive Services
               _     Permanent Housing Placement


Name of Organization carrying out the activity, if not grantee:
  _____


Is organization faith-based? (Y/N): _
Is organization community-based? (Y/N): _


F3=VALDT    F4=MAIN MENU    F5=PROJ INFO    F7=PREV    F8=NEXT    F9=SAVE
F10=GO TO REVISE ACTIVITY
```

Objective And Outcome (MP18)

Purpose

The Objective and Outcome screen is a new screen to capture the performance measurement objective and outcome for the activity.

Location in Screen Flow

This screen is displayed after the MP01 (HOPWA Activity Screen) for all activities except Administration activities.

Data Entry

- ❑ Select the one Objective and Outcome that accurately describes the intent for the activity.

- ❑ Both fields are required; one objective and one outcome.

- ❑ The Objective and Outcomes are consistent with the CPD Performance Measures adopted for all the formula programs. Most HOPWA Activities can be categorized as Objective 2, Provide decent housing; and Outcome 2, Affordability.

```
 11/18/05  10:59            OBJECTIVE AND OUTCOME              C04MP18

 Project Number:   2    Program Year: 2002    IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST


 OBJECTIVE           _
                     1  Create suitable living environments
                     2  Provide decent housing
                     3  Create economic opportunities

 OUTCOME             _
                     1  Availability/Accessibility
                     2  Affordability
                     3  Sustainability



 (This line reserved for messages)
  F1=HELP  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

Special Characteristics (MP19)

Purpose

This is a new screen. This screen collects data on the location of the activity

Location in Screen Flow

This screen is displayed after the MP18 (HOPWA Objective/Outcome Screen) for all activities except Administration activities.

Data Entry

❑ Valid values for each field are Y (Yes) or N (No). If a field is left blank, the system will set the value to N (No).

❑ These definitions apply:

➢ Colonia: A rural community or neighborhood located within 150 miles of the U.S.-Mexican border that lacks adequate infrastructure and frequently also lacks other basic services. "Colonia" field will appear if the activity is located in Arizona, California, New Mexico, or Texas only. The state will be determined by the state code of the grantee.

➢ CDBG strategy area: A HUD-approved Neighborhood or Community Revitalization Strategy Area (NRSA or CRSA), identified in the grantee's Consolidated Plan/Annual Action Plan under Section 91.215(e)(2) or Section 91.315(e)(2).

➢ Local target area: A locally designated non-CDBG strategy area targeted for assistance.

➢ Presidentially declared major disaster area: An area declared a major disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

➢ Historic preservation area: An area designated for historic preservation by local, state, or Federal officials.

➢ Brownfield redevelopment area: An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.

```
                    SPECIAL CHARACTERISTICS                      C04MP19

Project Number:    2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

 YES OR NO (Y/N)     Activity is located in:

                   _  CDBG Strategy Area
                   _  Local target area
                   _  Presidentially declared major disaster area
                   _  Historic preservation area
                   _  Brownfield redevelopment area
                   _  Colonia










(This line reserved for messages)
F1=HELP   F3=VALDT  F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Available HOPWA Funding (MP10)

Purpose

This screen has not changed. It is a "display only" screen. It will be displayed for all activities except those with a type of "Administration".

Note: The title on the page will change depending on the activity type.

(Facility-Based Housing Assistance version shown)

```
 11/21/05  15:41     FACILITY-BASED HOUSING ASSISTANCE            C04MP10

 Project Number:   2    Program Year: 2002     IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 AVAILABLE HOPWA FUNDS

                 FUNDED FROM HOPWA FUNDS :              $0.00
               FUNDED FROM PROGRAM INCOME :             $0.00
                                          _____
        HOPWA AMOUNT FUNDED FOR ACTIVITY :              $0.00

                 TOTAL HOPWA EXPENDITURES :             $0.00
                                          _____
                         ACTIVITY BALANCE :             $0.00




 F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT
```

Facility-Based Housing (MP02)

Purpose

This screen is not new. The current MP02, in the current HOPWA path, will remain as shown for all Facility-based Housing activities.

Data Entry

❑ For Facility Based Housing Operation Activities, the user must indicate "Facility Type", and "Units by Facility Type" only.

❑ For Facility Based Housing Development Activities, all data on the screen will be required.

```
 11/29/05  13:27            FACILITY-BASED HOUSING              C04MP02

Project Number:   2    Program Year: 2002    IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

 FACILITY TYPE:  __
                                 0      1       2       3       4     5+
                           SRO   BDRM   BDRMS   BDRMS   BDRMS   BDRMS BDRMS
 UNITS BY FACILITY TYPE    ____  _____  _____   _____   _____   _____ _____

 DATE OF CLOSING/LEASE EXECUTION: __ / __ / ____

 DATE CONSTRUCTION/REHAB STARTED: __ / __ / ____
                      COMPLETED: __ / __ / ____

 DATE OPERATIONS STAFF HIRED    : __ / __ / ____

 DATE RESIDENTS BEGAN TO OCCUPY : __ / __ / ____


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Housing (MP03)

Purpose

The Facility-Based Housing screen, in the current HOPWA path, will remain as shown for all Facility-based Housing activities.

The MP03 screen is in the current HOPWA path and will remain as shown with the exception listed below this screen. This screen is displayed for the following Facility-based housing assistance activity types: Facility Based Housing – Development, and Facility Based Housing – Operations.

The following changes have been made to this screen:

❑ For Facility-Based Housing – Development activities Acquisition, Rehab/Conversion/Repair, New Construction, Technical Assistance, and Other will be displayed only.

❑ For Facility-Based Housing – Operations activities Operating Costs, Lease, Technical Assistance, Rental Assistance, and Other will be displayed only.

```
 11/29/05  13:36            FACILITY-BASED HOUSING              C04MP03

 Project Number:   2   Program Year: 2002    IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 SITE EXPENDITURES


                       ACQUISITION:    _____
             REHAB/CONVERSION/REPAIR:   _____
                             LEASE:    _____
                  NEW CONSTRUCTION:     _____
                   OPERATING COSTS:     _____
               TECHNICAL ASSISTANCE:    _____
                  RENTAL ASSISTANCE:    _____
                             OTHER:    _____  _____
                                       _____
                                          $0
 IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N):  _
 IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N):  _

 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Assistance Development (MP20)

Purpose

This new screen will be shown for all Facility-Based Housing Development activities. This screen collects information on housing development units based on new CPD Performance Measures.

Data Entry

❑ Specify whether the activity involved construction or rehabilitation.

  ➢ Enter the number of units that meet the following criteria:

  ➢ Energy Star standards (see Appendix 1 for more information),

  ➢ Section 504-accessible,

  ➢ Designated for the homeless, or

  ➢ Chronically homeless.

```
 11/29/05  13:36            FACILITY-BASED HOUSING                  C04MP20

 Project Number:   2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Activity involved: Enter "X" by the appropriate category:
      _  Construction
      _  Rehabilitation
                                                            Units

                        Units completed (from MP02):   99,999
            The number meeting Energy Star standards:      ____

                              Section 504-accessible:      ____

                           Designated for the homeless:    ____
    Of those, the number for the chronically homeless:     ____



(This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Assistance Operations (MP05)

Purpose

This version of the MP05 screen is displayed for activities with activity type, Facility-Based Housing Operations.

Note: version shown is for Facility-Based Housing Operations activities.

```
              FACILITY-BASED ASSISTANCE OPERATIONS          C04MP05

 Project Number:   2    Program Year: 2002     IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Number of Households:                                 Households
A)    Receiving Housing Assistance:                      _____
B)    Of A (above), Previously Homeless:                 _____
C)    Of B (above), the Number of Chronically Homeless:  _____

 Number of Persons Receiving HOPWA Assistance:          Persons
                          Persons with HIV/AIDS:          _____
                          Other Family Members:           _____
                                         Total:   99,999

  Total Facility-Based Assistance Operations Expenditures:  _____


 Data current as of: __/__/____  Final Data for Annual Report (Y/N): _


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Facility-Based Housing Stability Outcomes (MP07)

Purpose

The Facility-Based Housing Stability Outcomes screen is the revised MP07 screen that implements housing destination and outcome information for all Facility-based Housing Operations Assistance activities consistent with the new outcome reporting format in the revised APR and CAPER.

Data Entry

❑ Report number of households for:

➢ Total Supported with TBRA Assistance;

➢ Continuing TBRA into Following Year; and

➢ Destination/Life Events.

❑ In the event of household fracture, report the destination information for eligible person with HIV/AIDS.

Note: the version shown is for Facility-Based Housing Operations activities.

```
              FACILITY-BASED HOUSING STABILITY OUTCOMES          C04MP07

 Project Number:   2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST


          Total Supported with Facility-Based Assistance: 99,999
 Continuing Facility-Based Assistance into Following Year: _____


 # of Households exiting Facility-Based Housing for (Destination/Life Event):

 Private Housing:       _____      Temporary Housing:  _____
 Other HOPWA:           _____      Emergency Shelters: _____
 Other Housing Subsidy: _____      Jail/Prison:        _____
 Institution:           _____      Disconnected:       _____
 Death/Life Event:      _____
                                    Total Exiting:     999,999

 Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Tenant-Based Rental Assistance (MP05)

Purpose

This new screen incorporates fields previously entered on the MP04 and MP05 screens.

Data Entry

❑ The new screen captures both "Persons with HIV/AIDS", "Other Family Members", "Households receiving assistance", and "Of A (the number of Households receiving assistance), the number that were previously homeless, and "Of B (the number previously homeless), the Number of Chronically Homeless".

❑ Note: Collects information in a format consistent with the revised APR. All the new elements are in the revised APR.

Note: version shown is for TBRA activities.

```
                    TENANT-BASED RENTAL ASSISTANCE                 C04MP05

 Project Number:   2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Number of Households:                                      Households
A)    Receiving Housing Assistance:                           _____
B)    Of A (above), Previously Homeless:                      _____
C)    Of B (above), the Number of Chronically Homeless:       _____

 Number of Persons Receiving HOPWA Assistance:              Persons
                              Persons with HIV/AIDS:          _____
                               Other Family Members:          _____
                                            Total:          99,999


                                  Total TBRA Expenditures:  _____


 Data current as of: __/__/____   Final Data for Annual Report (Y/N): _


 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

TBRA Housing Stability Outcomes (MP07)

Purpose

The TBRA Housing Stability Outcomes screen is the revised MP07 screen that implements housing destination and outcome information for all Tenant-based Rental Assistance activities consistent with the new outcome reporting format in the revised APR and CAPER.

Data Entry

❑ Report number of households for:

➢ Total Supported with TBRA Assistance,

➢ Continuing TBRA into Following Year, and

➢ Destination/Life Events.

❑ In the event of household fracture, report the destination information for eligible person with HIV/AIDS.

Note: the version shown is for TBRA activities.

```
                    TBRA HOUSING STABILITY OUTCOMES                C04MP07

 Project Number:   2    Program Year: 2002      IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

                    Total Supported with TBRA Assistance: 99,999
                      Continuing TBRA into Following Year: _____

 Number of Households exiting TBRA Assistance for (Destination/Life Event):

 Private Housing:        _____     Temporary Housing:  _____
 Other HOPWA:            _____     Emergency Shelters: _____
 Other Housing Subsidy: _____      Jail/Prison:        _____
 Institution:           _____      Disconnected:       _____
 Death/Life Event:      _____
                                    Total Exiting:    999,999

 Data current as of: __/__/____  Final Data for Annual Report (Y/N): _



 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Short Term Rent Mortgage Utility Assistance (MP05)

Purpose

This version of the MP05 screen will be displayed for activities with activity type, Short Term Rent Mortgage Utility. It is identical to the new MP05 for TBRA with the following exceptions:[1]

❑ Title will reflect "Short Term Rent Mortgage Utility Assistance"

❑ Label for total expenditures will reflect "STRMU;" and

❑ Additional fields will be displayed:

D) Of A (number receiving STRMU Housing Assistance), the number of assisted with mortgage assistance" and

ii) Of i), the amount of STRMU Expenditures spent on Mortgages.

Note: Version shown is for Short Term Rent Mortgage Utility activities.

```
          SHORT TERM RENT MORTGAGE UTILITY ASSISTANCE          C04MP05

 Project Number:   2    Program Year: 2002     IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

 Number of Households:                                       Households
A)    Receiving Housing Assistance:                             _____
B)    Of A (above), Previously Homeless:                        _____
C)    Of B (above), the Number of Chronically Homeless:         _____
D)    Of A (above), the number assisted with mortgage assistance: _____


 Number of Persons Receiving HOPWA Assistance:            Persons
                         Persons with HIV/AIDS:     _____
                         Other Family Members:      _____
                                        Total:     99,999


                              i) Total STRMU Expenditures:  _____
  ii) Of i), the amount of STRMU Expenditures spent on Mortgages:  _____

Data current as of: __/__/____   Final Data for Annual Report (Y/N): _

 (This line reserved for messages)
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

---

[1] HUD has identified the need for a technical edit to screen C04MP05. Because an individual must be in permanent housing in order to be eligible for STRMU assistance, there should be no households reported under items B (previously homeless) and C (chronically homeless). These data elements will be deleted when Phase I of the re-engineered system is released this fall.

STRMU Housing Stability Outcomes (MP07)

Purpose

The STRMU Housing Stability Outcomes screen is the revised MP07 screen that implements housing destination and outcome information for all STRMU Housing Assistance activities consistent with the new outcome reporting format in the revised APR and CAPER.

Note: This version of the MP07 screen is different; clients continuing is replaced by "B) Of A (above), number assisted in prior report year", and "C) Of A (above), number assisted in 2 prior report years"

Data Entry

❑ Report number of households for:

  ➢ Total Supported with STRMU Assistance;

  ➢ Of A (the total supported with STRMU Assistance), the number assisted in prior report year; and

  ➢ Of A (the total supported with STRMU Assistance), number assisted in 2 prior report years; and

  ➢ Destination/Life Events.

❑ In the event of household fracture, report the destination information for eligible person with HIV/AIDS.

Note: the version shown is for STRMU activities.

```
                    STRMU HOUSING STABILITY OUTCOMES                C04MP07

 Project Number:   2    Program Year: 2002     IDIS Activity ID: zzzzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST

A) Total Supported STRMU Assistance (Current Report Year): 99,999
B) Of A (above), number assisted in prior report year:       _____
C) Of A (above), number assisted in 2 prior report years:  _____

 Number of Households exiting STRMU Assistance for (Destination/Life Event):

 Private Housing:      _____      Temporary Housing:  _____
 Other HOPWA:          _____      Emergency Shelters: _____
 Other Housing Subsidy: _____     Jail/Prison:        _____
 Institution:          _____      Disconnected:       _____
 Death/Life Event:     _____
                                   Total Exiting:    999,999


Data current as of: __/__/____  Final Data for Annual Report (Y/N): _

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Supportive Services (MP09) Updated

Purpose

The Supportive Service screen has been revised. Permanent Housing placement has been separated out and will no longer appear on this screen.

```
 11/21/05  15:36                SUPPORTIVE SERVICES                 C04MP09

 Project Number:   2    Program Year: 2002   ACTIVITY NBR: 000000001015
 PROJECT TITLE: Urban Renewal & Community Development Pr
 ACTIVITY NAME: TEST
 Supportive Services Began : __ / __ / ____
 ENTER AMOUNT FOR SUPPORTIVE SERVICE(S) WHICH APPLY :
 1. Outreach                                          _____
 2. Case Mgmt/Client Advocacy/Access to Bnfts/Svcs    _____
 3. Life Management (Outside of Case Management)       _____
 4. Nutritional Services/Meals                        _____
 5. Adult Day Care and Personal Assistance            _____
 6. Child Care and Other Children's Services          _____
 7. Education                                         _____
 8. Employment Assistance                             _____
 9. Alcohol and Drug Abuse Services                   _____
10. Mental Health Services                            _____
11. Health/Medical/Intensive Care Services            _____
12. Other _____  _____
13. Number of Jobs that resulted from items 7 AND 8     ____


 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Housing Information/Resource ID/Administration (MP11) Updated

Purpose

The Housing Info/Resource ID/Admin screen and will be displayed for all these activities with minor changes.

Data Entry

- ❑ For activities with an activity type of Housing Information Services, only the Housing Information Services amount should be entered.

- ❑ For activities with an activity type of Resource Identification, only the Resource Identification amount should be entered.

- ❑ For activities with an activity type of Administration, only the Administration amounts should be entered. If the activity has a matrix code of 31B, only Grantee Administrative Costs should be entered. If activity has a matrix code of 31D, only Grantee Sponsor Administrative Costs should be entered. If matrix code is 31, either amount can be entered. Only one should be entered, not both!

```
 11/21/05  15:44    HOUSING INFORMATION/RESOURCE ID/ADMINISTRATION    C04MP11

Project Number:   2    Program Year: 2002        IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST


EXPENDITURES OF HOPWA FUNDS




              HOUSING INFORMATION SERVICES:     _____
                                RESOURCE ID:    _____
              GRANTEE ADMINISTRATIVE COSTS:     _____
      GRANTEE SPONSOR ADMINISTRATIVE COSTS:     _____
                                                _____
                 TOTAL HOPWA EXPENDITURES:               $0




PLEASE INPUT HOPWA EXPENDITURES
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

Housing Information/Permanent Housing Placement (MP16) Updated

Purpose

The Housing Information/Permanent Housing Placement screen will be displayed for Housing Information and Permanent Housing Placement Activities only.

Data Entry

❑ "Total households receiving assistance" replaces the previous field "Total Family Units Assisted with Housing Assistance."

❑ "Total Expenditures" replaces the previous field "Estimated Persons Receiving Housing Information."

```
11/29/05  14:31 HOUSING INFORMATION/PERMANENT HOUSING PLACEMENT     C04MP16

Project Number:   2   Program Year: 2002      IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST




         Total households receiving assistance:  _____

                             Total Expenditures:  _____






F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```